

HAWAII COMMUNITY CORRECTIONAL CENTER (HCCC)

INMATE RESPONSIBILITIES

Inmates are responsible for their actions. Any person involved in a law or rule violation within HCCC will face an Adjustment Committee Hearing and if found guilty, disciplinary sanction(s) will be imposed. Inmates are encouraged to contact the appropriate staff member to resolve a dispute.

INMATE GRIEVANCE

A grievance process exists to address inmate concerns. Prior to the submission of a formal grievance, inmates should first attempt to resolve complaints informally through the appropriate staff. If the inmate does not receive resolution, the inmate may file a grievance. All grievances are confidential. A family member cannot file a grievance on behalf of an inmate.

TELEPHONE PRIVILEGES

During assigned times, inmates have access to a phone, based on a "collect call." Inmates may make local, inter-island, mainland, and international calls. Responsibility for payment rests with the party accepting the call. Three-way calls and pre-paid phone cards are prohibited. Personal phone times are limited, and are subject to being monitored. Phone calls are a privilege that can be revoked. Do not call HCCC, as no information will be provided due to privacy issues. Messages will not be delivered to any inmate. Do not call HCCC to speak to an inmate; authorization will not be granted to speak to any inmate.

In the event of an emergency (i.e. information regarding the safety of an inmate, death in the family), request to speak to the Watch Commander and state the nature of the emergency. Do not leave this information on any electronic messaging system.

NOTE: All inmate telephone calls are closely monitored with the exception of privileged calls to attorneys with Bar Association numbers, the Office of the Ombudsman, and the ACLU.

MAIL PROCEDURES

There is no limit on the amount of correspondence sent/received. Books, magazines, food items, etc. may not be sent to an inmate. Mail shall be addressed in the following format:

First/Last Name Return Address	Stamp
Inmate's First/Last Name c/o Hawaii Community Correctional Center 60 Punahale Drive Hilo, HI 96720	

All correspondence must go through approved channels. Staff monitors incoming/outgoing mail. Any suspicious mail that appears to cause a threat to the safety and security of HCCC may cause a delay in the processing. Mail shall be returned for the following reasons: first/last name and return address not listed, envelope has stickers, ink stamps, glitter, glue,

drawings, bookmarks, lipstick/kiss marks, or inappropriate content (i.e. pornography, threatening remarks), etc.

LEGAL MAIL

Mail from government officials, attorney of record, and the courts are considered Legal Mail. Legal Mail shall be addressed in the following format:

Attorney First/Last Name, Agency	Stamp
Attorney Bar Number	
Attorney Address	
LEGAL MAIL	
Inmate First/Last Name	
c/o Hawaii Community Correctional Center	
60 Punahale Street	
Hilo, HI 96720	

MONEY PROCEDURES

Upon admission, the inmate's money shall be inventoried and deposited into a Personal Inmate Account Fund. Money order or cashier's check will be accepted for inmates through the US Post Office. Cash, personal checks, employee paychecks or welfare checks will not be accepted. Do not drop off money at HCCC. Money order or cashier's checks shall be mailed separately from the inmate's personal mail, and shall be mailed to the following: inmate's first/last name, Business Office/Inmate Account, 60 Punahale St., Hilo, HI 96720.

VISITATION PROCEDURES

Visits are held on weekends and State Holidays. Inmates are limited to maintain a list of 12 approved visitors. It is the inmate's responsibility to submit the names to the Visitations Officer. Visitors must complete an application and be cleared to visit.

Immediate Family (parent, sibling, spouse, children, and grandchildren) shall be allowed a 30-day grace period, pending security clearance by security staff. The 30-day grace period starts from the date the inmate is admitted into HCCC.

Individuals on active parole/probation must obtain in writing, permission to visit. No former inmates will be allowed to visit unless prior written approval is granted from the Warden or the Warden's designee. Former inmates must be off supervision and have the recommendation of their supervising agent. Even if the supervising agent recommends the visit it must still be approved in advance by the Warden and will be limited to immediate family members. Former inmates who were victims of the crime or convicted as part of the crime, will not be allowed to visit. Any rules that the PSD has regarding visits of this type will also apply and, approval will be required.

Visitors shall be subject to a pat search. Visitors may be subject to a strip search when there is probable cause.

VISITATION HOURS

Non-Sentenced Inmates: 8:30am–10:45am

Sentenced Inmates: 12:30pm-2:45pm

Exception: The Waianuenue housing unit houses sentenced inmates. In order to allow as many visitors as possible, the visitation schedule is as follows:

A side: morning

B side: afternoon

For questions regarding an inmate's location, visitation approval, visitation times, visitation hours, contact the Visitation Officer at (808)981-7252, Monday through Friday, from 7:00am-3:00pm.

VISITOR DRESS CODE

Visitors will dress in a neat, appropriate, and conservative manner which is not unduly provocative, suggestive, or revealing, and does not resemble inmate attire or present adornments which could be used as a weapon, or any clothing deemed inappropriate by staff. Medical alert bracelets, ID tags, and medical-approved eyewear are permitted.

Female visitors will inform the female Search ACO of their menstrual period. Visitors shall be required to remove and change sanitary supplies in the presence of a female ACO. The used sanitary supplies will be discarded and replaced with new supplies. It is the visitor's responsibility to provide sanitary supplies for the change.

All visitors age 13 and above will abide by the "Dress Code for Female/Male Adult Visitors."

DRESS CODE FOR FEMALE/MALE ADULT VISITORS

- Undergarments (i.e. panties, bras, slips, boxers, briefs)
 - Must be worn
 - No bras without straps, no underwire or athletic bras
 - Pantyhose do not constitute undergarment
- Dresses and Muumuus
 - Must not be shorter than 2 inches above the kneecap when seated
 - Must not have slits that rise higher than the kneecap when seated
 - No false pockets
 - Must be worn with slips
- Blouses and Tops
 - Must not be tucked into pants/jeans
 - Must have at least 3 inches overlap over the bottom garment (i.e. skirts, pants)
 - Must have sleeves
 - Must appropriately conceal shoulder, midriff, back, and cleavage (No sweaters or jackets, or other clothing shall be used to conceal prohibited attire)
 - Must have shoulder straps that are 2½ inches wide, or wider (no strapless, spaghetti straps, sleeveless clothing, halter-top, crop top, low cleavage tops, plunging necklines, tube tops or bathing suits)

- Pants and Trousers
 - No cuffs
 - No false pockets
 - No form-fitting, skin-tight, or see-through (no aerobic, spandex-type material)
 - Must be comfortable and loose, but ensuring that it does not slip off
 - Must be standard length, down to the ankle
 - No shorts or capris
- Footwear
 - Must wear slippers, sandals, or shoes
 - No bare feet
 - No all-solid, black-colored rubber slippers, zoris, or flip-flops

PROHIBITED CLOTHING & ITEMS FOR FEMALE/MALE ADULT VISITORS

- No hats, caps, curlers, ponytails, buns, ribbons, hatbands, beads, braids, dreadlocks, curlers, scrunchies, clips, hair comb, hair picks, binders, stickpins, leis, flower, hair ornaments, bandanas, wigs, toupee, hair extensions (elastic rubber bands are only allowed to hold hair up)
- No bathing suits or lava lavas
- No sunglasses
- No jewelry
- No printed "T" or polo shirts which display profanity, sexual symbols or facsimiles, symbols relating to drugs, gangs, narcotics, or slogans which are indicative of racial prejudices or violence, etc.
- No handbags (i.e. purses, wallets)
- No padded clothing
- No coveralls
- No lined-sweaters, jackets, and padded or hooded clothing

DRESS CODE FOR CHILDREN (under the age of 13)

Children will be appropriately attired. Undergarments and footwear will be worn. A shirt, t-shirt, or blouse worn with pants/trousers is allowed. Girls may wear muumuus or dresses. A minor female visitor, who is mature or maturing, will abide by the "Dress Code for Female Adults."

VISITORS WITH INFANTS OR BABIES

Diapers worn by infants or babies will be removed and changed in the presence of the screening ACO. The used diaper will be discarded and replaced with a clean diaper. It is the visitor's responsibility to bring a clean diaper for the change. *Baby food, pacifiers, and baby carriers are strictly prohibited. Breast-feeding is not allowed.* The following items are authorized into the visit area: 1 extra diaper, 1 plastic bottle of liquid (which shall be opened and checked), and 1 unlined, non-quilted, unpadded blanket.

OFFICIAL VISITS

Inmates are permitted visits with attorneys representing their case. The inmate attorney is responsible for scheduling these visits.

INMATE PROPERTY PROCEDURES

Upon admission, the inmate's personal property will be inventoried. Property not authorized for retention will be placed in storage. Inmates have 30 days to arrange for the property to be sent home. Procedures to dispose of items will proceed thereafter.

Personal items may be mailed or dropped off at HCCC within the first 14 days of inmate's incarceration with prior approval only. Approvals must be granted through the Intake Officer via Inmate Request Form. Packages arriving through US Post Office without approval will be marked *Returned to Sender*. Approved property being dropped off to the Intake/Property Unit shall be accepted on Saturdays, Sundays & holidays, from 8:30am-2:30pm.

Civilian clothing and shoes for inmates scheduled for jury trial may be accepted on a one for one basis.

BAIL, RELEASES, & SUPERVISED RELEASE ISSUES

For information on inmate's bail amount, call HCCC's Records section at (808)933-0431 or 933-3281 or the District, Circuit or Family Court.

Bail can be posted at the Hawaii State Building, Fiscal Office, 777 Kilauea Avenue, Hilo, HI, Monday through Friday, from 7:45am-4:30pm, closed on State Holidays. After hours, bail can be posted at the Hawaii County Police Department (HCPD), 349 Kapiolani Street, Hilo, HI after 4:30pm, or any substation. Once bail is paid/posted from the Court or HCPD, the receipt must be taken to the HCCC Intake Officer to begin the inmate release process.

For questions regarding Supervised Release procedures, call the Hawaii Intake Service Center at (808)933-8830 or visit them at 1420 Kilauea Ave, Hilo, HI 96720.